

## Special Instructions for Completing Inorganic PDF Laboratory TR/COC Records

In the event of an emergency situation where the electronic FORMS II Lite version of the Traffic Report/Chain of Custody (TR/COC) Record cannot be produced, the sampler can provide handwritten information on a PDF printout of a TR/COC Record. This PDF of the TR/COC Record can be downloaded from the Contract Laboratory Program Web site and completed according to the instructions listed below:

### **Sampler Instructions for Completing LABORATORY COPY of the PDF TR/COC Record:**

1. Enter the following identification numbers in Box 1:
  - Case Number -- This number is provided by the EPA Region.
  - DAS Number -- Delivery of Analytical Services (DAS) Number provided by EPA Region, if applicable.
  - SDG Number -- Skip this field; for Laboratory use only (field not applicable to the sampler).
2. Enter the following information into Box 2:
  - Date Shipped -- Date on which the sample is being shipped.
  - Carrier Name -- Name of shipping carrier.
  - Airbill -- Airbill number assigned to the sample shipment.
  - Shipped To -- Name and address of the laboratory to which the samples are being shipped.
3. Complete the chain-of-custody portion of the form (see Box 3) to include the sampler signature and the name of the person who is relinquishing the sample custody for shipping (include date and time of shipment).
4. Skip Box 4, For Lab Use Only (field not applicable to the sampler).
5. Enter the CLP Sample Number for each sample in Column 5. These numbers are provided by the EPA Region.

**Note:** Samples collected from the same location that require both total and dissolved analysis require separate Sample Numbers.

6. Enter the sample matrix and name of the sampler taking the sample in Column 6. The sampler can enter one of the following matrix types:
  - Field QC      • PE Soil      • Soil (0" - 12")      • Surface Water
  - Ground Water      • PE Water      • Soil (>12")
  - Leachate      • Sediment      • Soil/Sediment
7. In Column 7, enter the sample type (enter "Grab" for grab samples or "Comp" for composite samples).
8. In Column 8, enter the analysis fraction required for the sample using the abbreviations provided in Table 1. Also, indicate if Preliminary Results are required (enter "PR") and enter the turnaround time for each sample (e.g., 7-, 14-, or 21-day).

9. Enter the tag number from the sample tag, the preservative type (see list below), and the number of bottles in Column 9. The following preservatives may be used, as appropriate:
- |           |                |                 |
|-----------|----------------|-----------------|
| • HCL     | • $K_2Cr_2O_7$ | • Ice Only      |
| • $HNO_3$ | • NaOH         | • Not Preserved |
10. Enter the location of the sampling station in Column 10.
11. Enter the date of sample collection (MM/DD/YYYY) and the time of sample collection [using a 24-hour clock format (e.g., 16:45)] in Column 11.
12. Enter the corresponding CLP Organic Sample Number from the organic fraction in Column 12, if applicable.
13. Skip Box 13, FOR LAB USE ONLY - Sample Condition on Receipt (field not applicable to the sampler).
14. Enter "Yes" or "No" to indicate if the shipment of samples for a Case is complete in Box 14.
15. Indicate the Sample Number(s) of the sample(s) to be used for Laboratory Quality Control (QC) in Box 15.
16. Enter additional sampler signature(s) in Box 16, as necessary.
17. Skip Box 17, Cooler Temperature Upon Receipt (field not applicable to the sampler).
18. Enter the Chain of Custody Seal Number in Box 18.
19. Enter any descriptions necessary (from Table 1: Analysis Types) to better define the analysis to be performed (as indicated in Column 8) into Box 19 (e.g., "CN = Cyanide", "TM = CLP TAL Total Metals", etc.).
20. Skip Box 20, Custody Seal Intact? (field not applicable to the sampler).
21. Enter "Yes" or "No" to indicate if the sample shipment is iced in Box 21.
22. Enter the unique TR Number in Field 22 that will be assigned to track this particular TR/COC Record. When using a PDF of the TR/COC Record, enter the Airbill Number assigned to the sample shipment.
23. In the event that the TR/COC Record contains multiple pages, indicate the page number in the "Page \_\_\_ of \_\_\_" field located in the bottom right corner of the TR/COC Record.

<b>Table 1. Analysis Types</b>	
<b>Analysis</b>	<b>Abbreviation</b>
Aluminum	Al
Antimony	Sb
Arsenic	As
Barium	Ba
Beryllium	Be
Cadmium	Cd
Calcium	Ca
Chromium	Cr
CLP TAL Dissolved Metals	DM
CLP TAL Total Metals	TM
CLP TAL Total Metals (No Hg)	TM (No Hg)
CLP TAL Total Metals and Cyanide	TM/CN
CLP TAL Total Metals ICP/MS	ICP/MS
Cobalt	Co
Copper	Cu
Cyanide	CN
Iron	Fe
Lead	Pb
Magnesium	Mg
Manganese	Mn
Mercury	Hg
Nickel	Ni
Potassium	K
Selenium	Se
Silver	Ag
Sodium	Na
Thallium	Tl
Vanadium	V
Zinc	Zn